JOHN WAIHEE SOVERNOR



DIRECTOR'S OFFICE

RUSSEL S. NAGATA COMPTROLLER

Jun 2 4 21 PH '89

KEN KIYABU DEPUTY COMPTROLLER

## STATE OF HAWAII DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

DEPT. OF TRANSPORTATION

P. O. BOX 119 HONOLULU, HAWAII 96810-0119

June 1, 1989

## COMPTROLLER'S MEMORANDUM NO. 1989-12

TO:

Heads of Departments and Agencies

FROM:

Russel S. Nagata, Comptroller

SUBJECT: ERS Information on Payroll Change Schedules

Effective July 1, 1989, it is anticipated that the Employees' Retirement System (ERS) will be utilizing certain items of information from the semi-monthly Payroll Change Schedule (PCS) to help in determining the final benefits of a retiring employee.

In addition to items of information already existing on the PCS, two new items of information have been added to complement the new process for ERS members (those with FICA code "A", "B", "C", or "D").

These new items of information are:

Code	<u>Title</u>	Explanation
В	Base Pay	Regular 1/2 month earnings of salaried employee
F	FTE	Full Time Equivalent, per DPS Form 5

The PCS has been revised to accommodate these new items of information. Attached is a photocopy of the revised PCS that will be used beginning July 1, 1989. Note that, in the "OTHER GROSS" column, provision has now been made for lines 1 and 2 for each employee to reflect the Base Pay and the FTE information.

Hds. of Depts. and Agencies Memo 1989-12 Pg. 2

These items of information are to be updated regularly by departmental payroll staff preparing the PCS each payroll period, in order to provide ERS correct and accurate information required to calculate employees' retirement service credits. The Base Pay amount should be reflected as the semi-monthly amount of gross pay according to the DPS Form 5 applicable to the pay period. The FTE percentage should be reflected, also according to the applicable DPS Form 5, with the amount carried to two decimal places. Because these items of information are to be used by ERS, any questions regarding these instructions should be directed to Elizabeth Bruhn of the ERS at 548-8405.

The assistance and cooperation of all departments and agencies will be important to the usefulness of the Base Pay and FTE information, as ERS continues to improve its services to all State officers and employees.

RUSSEL S. NAGATA Comptroller

Enc.

STATE OF HAWAII
PAYROLL CHANGE SCHEDULE

PAYROLL NO. H52

LEAH! HOSPITAL

REGULAR/HOURLY
TURNAROUND FOR: 12/15/88
PAY PERIOD ENDING: NOVEMBER 30, 1988

./-	)_							)	JOIT SUPERVISOR	CLAND PAR-AU			l 1					•
BALLACED BY CONTROL CLERK	TOTAL COST OF LIVING		AUDITED ST:			Γ									l		PAP FLATOS EUSTRA	24.
									1	Process of the second		OTHER GROSS	TOTAL OTHE		12	AND CLOVE LALLINGT ON 125 DESCRIPTION LAND TANGET MILE CHARGES WAS TANGET WITH CHARGES WAS TANGET WITH LAND TO THE CHARGE WAS DESCRIPTION OF THE CHARGE WAS	HOTER, ALPACACHIC A FRUE A	1837 I
DATA BUTBOOD DATA VORPORD	W WAGES-IN-CIMO	1000年の日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の	TOTAL TIME UNITE	1000年	DAONA BROAD	101A	State of the state				100 May 100 Ma	-	3			のは、 は、 でき、 はななることは、世界のは、 のののでは、		. :
	7. N. J.		6	_	I			í	23			į.	100	- 1			1. 10 10 10 10 10 10 10 10 10 10 10 10 10	
11.5. S. 4. 1 P. 5. S. 11.	<b>加</b> 经保护证据		2						1									
	Annual of the	S. Sandalassi .	12.13.1			  -   -						:		ा <u>।</u>				
	To the second	N. S. Charles	10000	THE PARTY OF		<u> </u>		3 %			Property and							!
	St. Charles	100000000000000000000000000000000000000	1	The Mark of the Bar	*	1.7	1.	i.	1	. ·	The second of	F.		<b>V</b>				; ;
				W. 20. 25														: :
A 12 12 12 12 12 12 12 12 12 12 12 12 12	1	•									1		1					;
K-55. West			11.22.11			: ‡	<u>:                                    </u>											
	THE REAL OF THE					<u> </u>		4										
A Probably	TARKE G	T W X SH	TEN	<b>医一种性性的 医</b>				14				P.						
The parties of						į į			<b>F</b>			i		E				
Mary Services	T. P. S.	Design E	N. S. S.	1050-00		S&	2000 6158	518	5312H	1 40012	B_1050,00	1 · N		路	95 E	-4403 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	ینی≦`	444976
AND PARTY.	Santana E	Same of the same o	7			H		a Tal										
NAME OF STREET	The second second	14.01			12	51	2003 6151	516	5312H	4 18293	N. S.	<b>門</b> [ ]						
ACTIVITIES A	The second second	H REPORTED TO	New York	ACT STATE				5	S312H	18293	B 902.50	版A 図2	54-	M 20	M:560	370-44-7840 NOVE STOR	144950 TOSHI,	444
The second second	200		validade to	A STATE OF THE STA	1	100												
決を定義の新		3	Tea Vende	The State of the S	70 2	25.0	2006 6158	915 918	S312H S312H	3 18223 4 18223		圖	EF					
	E 100 00 00	No.		(1)				915	S312H	1 18223		题 () ()		S 2	N 560	-9999 KEOKI K	444943 KALAMA, 575-19	444
THE PERSON NAMED IN	To the second				L.	\$: 				17	Area .		6.					· .
Sunta Section	Mark Take	<b>X</b>		995.00	11	_=	000 6011	915	S312H	1 18182	995.00	, » : »	05	s 01		DAVIS, DEWEY H 575-28-5678 03	444935 DAVI	444
A Complete States	The state of the s	E AND SE	11.			· !	id			1								:
A Property of	Treat.	25 25	· · · · · · · · · · · · · · · · · · ·	No. of the last	<u>s</u>	101	2006 8050	915 2	S312H	3 18438		<u> </u>	国 核i			575-78-1234 01		
Section Control	1,000,000	CANADAS III	Name of the last	680-50			2000 8050	915 2	S312H	1 18438	680.50	c 2	2	A Q	3 SE0	, JOHN K. L. M.	444927 CHAN	444
	AMOUNT	AMOUNT	8		PROJECT	1000 1000 1000 1000 1000 1000 1000 100	OBJECT NIICT	\$ \$	PANTION OF		25	858 8	STATUTORY BEN		REGILLAR STATUTORY DUES	SOCIAL SECURITY NUMBER BU	NUMBER SOCIA	NCX
PEMARKS	OR COLA	RATES	TIME TIME	GROSS	<b>33</b>	NG CODE	UNIFORM ACCOUNTING	FORM /		POSITION		100	TATE PER	<b>5</b>	CODET.	NAME (LAST, FIRST, MIDDLE)	EMPLOYEE NAME	EMPL
					-							}						

AUTHORIZED SIGNATURE